

## **HR Business Partner**

### **Job Description and Person Specification**

**February 2026**

## **Job Description**

Post:	HR Business Partner
Grade:	LRB 14 – 16, dependent on experience
Department:	Deputy Chief Executive
Service:	HR
Reports to:	Senior HR Business Partner

### **Context:**

As a central HR team member, you act as a change agent and advisor, using your knowledge of business strategy and operations to support your directorate. Your role helps embed the Council's values, Collaboration, Honesty, Excellence, Equity and Fairness across the organisation.

You will work with HR colleagues, senior managers, and stakeholders to build capacity and ensure fair application of HR policies. Staying updated on trends and best practices, you shape efficient processes that advance workforce goals.

Key responsibilities include managing change initiatives, restructures, job design, outsourcing, TUPE transfers, and redundancies. You will advise on options and risks, co-design documentation to reduce legal challenges, and deliver practical solutions. Adaptability, flexibility, and professional credibility are essential to respond rapidly to changing priorities while aligning with strategic and operational goals.

### **Main duties and responsibilities:**

- Act as the Lead HR expert within the directorates you support and provide creative solutions, coaching managers on performance, absence, conduct, and capability issues.
- In partnership with OD colleagues and key stakeholders deliver agreed priorities in HR Strategy such as workforce and recruitment plans and offer professional advice to facilitate people management.
- Advise on risk and benefits, negotiate outcomes to minimise organisational risk, and assist in HR initiative development.
- Support survey driven action plans, deliver customer focused HR solutions, and ensure fair, timely resolutions.
- Build strong relationships across all levels, maintaining confidence in HR, and foster constructive relations with Trade Unions.
- Stay updated on employment law and best practice, manage end-to-end HR cases, and efficiently support HR needs for colleagues.

- Lead change projects, including TUPE and restructures, carry out job evaluations per national schemes, and strive for innovation alongside senior leaders.
- Take on any additional duties relevant to the post grade, ensuring compliance with all Council policies and legislation.

**Key deliverables:**

**Work closely with HR team members, Pensions & Payroll colleagues, consultants, and key stakeholders within the directorate you support to.**

- Actively contribute to and be part of the directorates Senior Management team, coaching, supporting, advising and facilitating discussion as appropriate.
- Foster a high-performance culture through clear communication, while acting as a change agent, trusted advisor, and influencer.
- Champion employee well-being by promoting physical, mental and emotional health through proactive initiatives, resources and a supportive environment that values balance and resilience.
- Drive employee engagement and create a positive experience that fosters collaboration, growth and continuous improvement.
- Provide timely, accurate and professional advice on all people related matters, maintaining confidentiality and integrity.
- Uphold all legal, regulatory and organisational standards, ensuring HR compliance and maintaining trust across the organisation.
- Act as a strategic partner and trusted advisor to leadership and employees, balancing organisational priorities with employee needs, delivering expert guidance aligned to organisational goals.
- Promote diversity, inclusion and equity by embedding respect and equal opportunity into all aspects of work within the Directorate.
- Leverage workforce intelligence to identify people management needs and performance issues, establishing yourself as a credible expert in strategic HR within operational services.
- Manage complex organisational projects such as restructures, appeal hearings, role design, outsourcing, TUPE transfers, and redundancies.

## PERSON SPECIFICATION

The person specification is a summary of the knowledge, skills and experience necessary to carry out the job. It is used during the recruitment and selection process and particularly in the shortlisting and listing stage of the process.

You should demonstrate on your application form how you meet the following essential criteria.

<b>Department: Deputy Chief Executive</b>	<b>Service: HR</b>	<b>Team: Business Partnering</b>
<b>Job Title: HR Business Partner</b>		<b>Grade: LBR 14 - 16</b>

Requirements			weightings
Education, Experience and Ability			
Method of assessment: 3= most important, 2= least important			A-I-T
Weightings: A=Application, I=Interview, T=Test			
E1	Educated to degree level or equivalent professional experience.	A	3
E2	Evidence of continuous professional development and developing strong networks to benefit the business.	A/I	3
E3	Chartered Member of CIPD (MCIPD)	A/I	3
E4	Substantial experience of delivery cultural change in large multi-cultural organisations.	A/I	3
E5	Substantial experience of working in a trade union environment and evidence of fostering positive working relationships.	A/I	3
E6	Excellent working knowledge of employment law.	A/I	3
E7	Substantial experience of providing creative and innovative people management solutions to the business.	A/T	3
E8	Experience of leading and managing a team in a customer focused HR Business Partnering service.	A/I/	3
E9	Substantial experience of working as a HR Business Partner in large multicultural organisations.	A/I	3
E10	Expert knowledge and experience on key people management functions i.e. OD, Recruitment and Business Partnering.	A/I	3
E11	Experience of implementing HR and OD solutions to the business.	A/I	2
E12	Understanding of the financial positions of each directorate and the wider organisation working with stakeholders and finance business partners.	A/I	2
E13	Evidence of building strong relationships with internal and external stakeholders.	A/I/	2
E14	Experience of providing guidance to senior managers in areas involving complex issues or legal proceedings including TUPE and attendance at employment tribunals.	A/I	3
E15	Experience of managing HR related budgets.	A/I	2
E16	Experience of working collaboratively with senior managers to identify effective and sustainable solutions on complex casework including discipline capability, grievance and absence management.	A/I	3
E17	Working with HR colleagues on initiatives that will transform attraction and retention strategies, most particularly pay and reward and performance management frameworks, absence management and recruitment process improvements.	A/I	2
E18	Effective report writing skills	T	2
E19	Project management skills	I	2

E20	Knowledge of how HR contributes to the delivery of the council's strategic business objectives.	I	2
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<b>Aptitude</b>			
C1	Understands and evaluates verbal information (13)	I/T	3
C2	Work effectively with numerical data/information (14)	T	3
<b>Key Behaviours</b>			
B1	Processing detail (10)		2
B2	Evaluating problems (1)	I	3
B3	Innovative and creative (3)	I	2
B4	Effectively communicates and articulates information (5)	I	3
B5	Adapts to changes (8)	I	3
B6	Drives success (12)	I	3
B7	Supports colleagues (9)	I	3
B8	Builds effective relationships (4)	I	3
B9	Models the Council's values of Collaboration, Honesty, Excellence and Fairness	I	3

